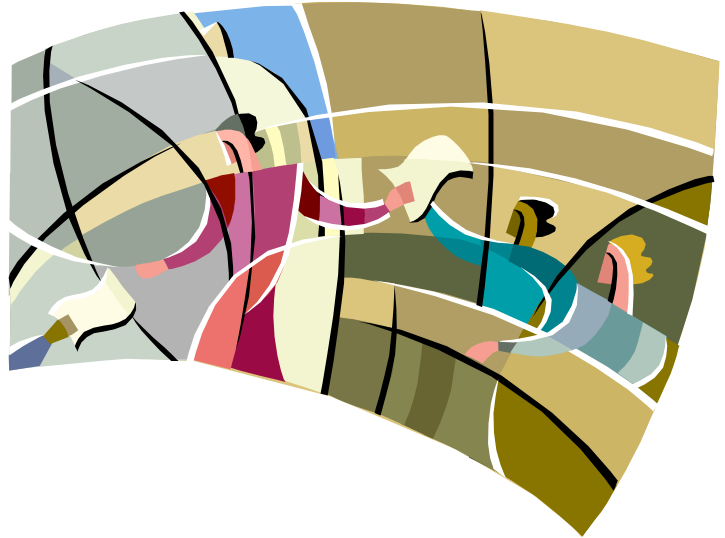


YEAR-END FINANCIAL REPORTS REVIEW

The State Controller's

Office is offering a year-end financial reports review for the Budgetary/Legal and GAAP Basis. These sessions are designed to provide an opportunity to review prior year financial reports and receive updated information on the preparation and submission of the year-end financial reports. The sessions are open to all agencies, boards, commissions, and departments.



Folder Review Sessions

- **Budgetary/Legal Basis Reporting**
- **GAAP Reporting**
 - ✓ Changes and updates to year-end reporting instructions
 - ✓ Due dates
 - ✓ Informal question and answer session
 - ✓ Prior-Year Financial Reports Review

Schedule

Time: AM session: 9:00 a.m. – 11:00 a.m.
PM session: 1:00 p.m. – 3:00 p.m.

April 12	Session 1 (AM)
April 12	Session 2 (PM)
April 13	Session 3 (AM)
April 13	Session 4 (PM)
April 14	Session 5 (AM)
April 14	Session 6 (PM)
April 19	Session 7 (AM)
April 19	Session 8 (PM)
April 20	Session 9 (AM)
April 20	Session 10 (PM)

Location

All classes will be held at the State Controller's Office, 3301 C Street, Sacramento, California. Enter through Suite 510 and follow the signs to the Conference Center, Room 512. Free parking is available in the state employees' parking lot.

Registration

Please complete the registration form at www.sco.ca.gov/ard/state and mail or fax it to the State Controller's Office by **April 1, 2005**.

All registrants will receive **confirmation by e-mail**, by April 5th. Also include on your registration form, any questions you may have so we can prepare to address them when you arrive.

Contact

Sheri Noss
State Controller's Office
Division of Accounting and Reporting
(916) 324-8360
FAX (916) 323-6527

Year-end Financial Reports Review 2004-2005 Registration Form

Name (Please Print)		Work Phone	
Classification		FAX Number	
Department		UCM ORG. Code	
Division		Interagency Mail Service Code	
Address (Indicate Room or Suite No.)		E-mail Address (required for confirmation)	
City/State		Zip Code	
Session No. (First Choice)		Session No. (Second Choice)	
Please list the fund code numbers for which you prepare year-end reports.			
Please indicate if you require reasonable accommodations for this training			
Applicant's Signature		Date	
Supervisor's Name (Please Print)		Supervisor's Classification	
Supervisor's Signature		Date	
<p>Mail (or FAX) your completed registration form to the address below by April 1, 2005:</p> <p style="margin-left: 40px;"> Sheri Noss State Controller's Office Division of Accounting and Reporting P.O. Box 942850 Sacramento, CA 94250-5875 FAX (916) 323-6527 </p>			
GAAP Questions:			